

APPENDIX F

**Transportation
Improvement Program
(TIP) Amendment
and Administrative
Modification Policy**

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT AND ADMINISTRATIVE MODIFICATION POLICY

PURPOSE

This policy outlines the process followed by The Michiana Area Council of Governments (MACOG) to amend the Transportation Improvement Program (TIP), which is consistent with the process used by the Indiana Department of Transportation (INDOT) in amending the Statewide Transportation Improvement Program (STIP).

APPLICATION

When changes to the TIP are requested, MACOG using the following criteria to determine if the change must be handled as an Amendment or an Administrative Modification. An Amendment is a major change to a project listed in the TIP, including adding or deleting, funding revisions, changes in scope, etc. Amendments require public review and Policy Board approval. Alternatively, an Administrative Modification is a minor change to a project. Modifications do not require public review and are done by MACOG staff when requested. At each Policy Board, Staff presents a list of all Administrative Modifications done in the previous month in order to keep the Policy Board and the Public apprised of changes to the TIP.

¹Amendment means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint. If an amendment involves “non-exempt” projects in nonattainment and maintenance areas, a conformity determination is required. – 23 CFR §450.104

²Administrative modification means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas). – 23 CFR §450.104

CRITERIA

A key feature in documenting the process is to have a clear criteria guiding the decision to process a TIP change as an amendment or as an administrative modification. Table A below outlines the type of changes and how which process will be used.

Table A: TIP Amendment and Administrative Modification Criteria

If the change is:	Administrative Modification	Amendment
Addition		
Adding a new project to TIP.		X
Adding a new phase for a project to TIP.		X
Adding “grouped projects” (See Below)	X	
Deletion		
Deleting a project to TIP.		X
Deleting a phase for a project to TIP.		X
Fiscal Years		
Move a project to another fiscal year in the TIP.	X	
Moving any identified project phase programmed for a previous year into a new TIP.	X	
Scope		
Changing project length by ½ mile or more.		X
Changing project length by less than a ½ mile.	X	
Splitting or combining projects without modifying the original project intent.	X	
Changing or clarifying elements of a project description with no change in funding and without altering original project intent.	X	
Funding		
Moving a project from one funding category to another, with no impact to fiscal constraint.	X	
Increasing/Decreasing project funding by 31% or more.		X
Increasing/Decreasing project funding by less than 31%, with no impact to fiscal constraint.	X	
Corrections		
Correcting minor data entry and typographical errors.	X	

GROUPED PROJECTS

According to Federal Regulations (CFR 23 part 450.218j) permit projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped under a single listing. Such listings are grouped by by function, work type, and/or geographic area and must be consistent with the exempt project classification contained in the Environmental Protection Agencies Transportation Conformity Regulations. This is consistent with INDOT definitions and procedures and are listed in the STIP as grouped projects.

Individual projects from the grouped categories will be incorporated into the TIP by Administrative Modification as they are defined (terms of project description, scope, and cost) and approved. The following are the types of work that are grouped for this policy.

- Bridge, Culvert and Small Structure Preservation
- Traffic Signal System and Lighting Improvements
- Signing, Marking, Striping and Rumble Strips
- Rail Crossing Protections
- Guardrail and Median Protection/Cable Barriers (with no change to access)
- Statewide and Non-Construction Activities